Washington Workforce Training and Education Coordinating Board
WA Health Care Worker Training Coalition
Participant Back-Up Documentation Requirements

ENROLLMENT:

In order to be eligible for the WA Health Care Worker Training Coalition training programs, applicants must provide documentation that proves that they meet at least <u>one</u> of the following eligibility criteria below:

Eligibility Criteria	Definition	Documentation
		(program staff need to collect and file at least one of the following required documents)
1. Unemployed Workers	Individuals who are without a job and who want and are available to work.	- Unemployment Rapid Response List - Notice of Layoff - Public Announcement with Follow-up Cross-Match with UI Records - UI Records - Public Assistance Records (indicating no employment income) - Other "official" documentation (check with Workforce Board grant manager for approval) *Last resort* documentation – Detailed written and signed Applicant Self Attestation (program staff will need to note why other official documentation could not be attained)
2. Dislocated Workers	Individuals who have been terminated or laid-off or have received a notice or termination or lay-off from employment; or were self-employed but are now unemployed.	- Written Employer Verification (letter, email, etc) - Unemployment Rapid Response List - Notice of Layoff - Public Announcement with Follow-up Cross-Match with UI records - Other "official" documentation (check with Workforce Board grant manager for approval) *Last resort* documentation – Detailed written and signed Applicant Self Attestation (program staff will need to note why other official documentation could not be attained)
3. Incumbent Workers	Individuals who are currently working in the health care industry who need training in order to secure full-time employment, advance in their careers, or retain their current occupations.	- Pay Stub - Written Employer Verification (letter, email, etc) - State MIS - Case Notes or SKIES records for Current WIA Participants - Other "official" documentation (check with Workforce Board grant manager for approval)

If a training program applicant meets one of the eligibility criteria listed above (on page one) <u>and</u> identifies as a veteran or spouse of a veteran, program staff must verify that the person meets *priority of service* definitions by collecting and filing at least one of the documents listed below:

	Definition	Documentation
Veteran or Spouse of Veteran Eligibility for Priority of Service	1. An individual who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service includes full-time Federal service in the National Guard or a Reserve Component; OR 2. An individual who is: a. The spouse of any veteran who died of a service-connected disability; b. The spouse of any member of the Armed Forces serving on active duty, who at the time of application for the priority, is listed in one of more of the following categories and has been so listed for a total of more than 90 days: i) missing in action; ii) captured in the line of duty by a hostile force; or iii) forcibly detained or interned in the line of duty by a foreign government or power; c. The spouse of any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or d. The spouse of a veteran who died while a disability so evaluated was in existence.	▪ DD-214 ▪ Veterans Data ▪ State MIS records ▪ Other "official" documentation (check with Workforce Board grant manager for approval)

Remember, if enrollment eligibility <u>and</u> veteran priority of service eligibility is verified, those applicants meeting both criteria must be enrolled in the training program before any other qualifying applicant.

<u>SERVICES/OUTCOMES</u>:

Eligibility Criteria	Definition	Documentation (program staff need to collect and file at least one of the following required documents in each appropriate section)
1. Training Started	Participant started grant-sponsored training, including on the job training, apprenticeship, pre-apprenticeship and classroom training.	▪ Training Partner Registration Records ▪ Other written Training Partner Verification (letter, email, etc) ▪ Other "official" documentation (check with Workforce Board grant manager for approval)
2. Training Completed	Participant completed grant-sponsored training, including on the job training, apprenticeship, pre-apprenticeship and classroom training.	▪ Participant school transcript ▪ Other written Training Partner Verification (letter, email, etc) ▪ Other "official" documentation (check with Workforce Board grant manager for approval)

3. Certification or Credential Earned	Participant earned a training-related certificate or other credential.	▪ Copy of certificate/credential or award letter ▪ Written Training Partner Verification (letter, email, etc) ▪ Other "official" documentation (check with Workforce Board grant manager for approval)
4. Other Services	Services offered to participants to increase their ability to successfully complete training programs and/or be placed in employment. These services include basic skills training, assessment, case management, retention and follow-up, and support services.	Back-up documentation and justification for the services and expenditures need to be kept on file. This may include case notes, receipts for paid services, assessment results, etc.
5. Employment Placement	Participants who complete grant-sponsored training and obtain unsubsidized employment. This includes: • Individuals who are unemployed or dislocated when they begin training and are placed in employment; and • Individuals who are employed when they begin training and enter a new position of employment after training completion, even if new position is with the same employer.	▪ Copy of "hire letter" ▪ Other written Employer Verification (letter, email, etc) ▪ 1st paystub ▪ Other "official" documentation (check with Workforce Board grant manager for approval)
6. Employment Retention	Participants who retained employment in the <u>first quarter</u> after initial placement	▪ Paystub from first quarter after hire (ideally from the 3rd month) ▪ Other written Employer Verification (letter, email, etc) ▪ Other "official" documentation (check with Workforce Board grant manager for approval)
	Participants who retained employment in the <u>second quarter</u> after initial placement	▪ Paystub from second quarter after hire (ideally from the 6th month) ▪ Other written Employer Verification (letter, email, etc) ▪ Other "official" documentation (check with Workforce Board grant manager for approval)